

## **JOB DESCRIPTION OF THE INSTRUCTIONAL SUPERVISOR/DISTRICT ASSESSMENT COORDINATOR**

**REPORTS TO:** Superintendent

### **OVERVIEW OF RESPONSIBILITIES:**

The instructional supervisor is responsible for organizing and updating curriculum areas for all grade levels. The instructional supervisor is responsible for the full implementation of assessment and testing compliance for the district and assisting with each school's assessment compliance. The instructional supervisor ensures an on-going effort to comply with all No Child Left Behind assessments and Adequate Yearly Progress goals. The instructional supervisor plans and organizes district wide professional development and assists with school specific professional development. The instructional supervisor is responsible for the implementation, operation, evaluation and compliance of Title I, II, III, V and will assist ESL assessment and compliance. The instructional supervisor is responsible for the Comprehensive District Improvement Plan as well as over-seeing each school's Comprehensive Improvement Plan. The instructional supervisor is responsible for the facilitation of the district administrative meetings. The instructional supervisor is responsible for the compliance and implementation of the Certified Evaluation Plan and the Classified Evaluation Plan. The instructional supervisor is responsible for assisting with district and school staffing compliance.

### **SPECIFIC RESPONSIBILITIES:**

1. The instructional supervisor works to improve instruction as follows:
  - a. In cooperation with principals, arranges for visitation of teachers to other schools, workshops, conferences, and within the school.
  - b. Organizes Professional Development
  - c. Assists teachers in the selection, purchase, and intelligent use of use of materials and equipment.
  - d. Works with teachers in developing a challenging realistic philosophy and in setting up immediate and long-range goals.
  - e. Plans and organizes district- wide professional development activities; assists principals and assistant principals with professional development activities at the school level.
  - f. Demonstrates teaching methods and techniques when requested by classroom teachers.
  - g. Visits elementary, middle and high school classrooms to observe and participate with teachers and students.
  - h. Works with teachers, assistant principals and principals in planning and developing units of study, activities, and curriculum guides.

- i. Directs and interprets district student assessment program. Serves as the District Assessment Coordinator.
  - j. Serves as a consultant in discussing statistical studies and analyses made in the district related to CATS and district assessments.
  - k. Provides student assessment data to school staffs.
  - l. Coordinates and facilitates the implementation of the CATS Student Assessment, School Accountability Program, and district assessments.
  - m. Serves as the primary contact between the local school district and the CATS Student Assessment and School Accountability Programs.
- 2. Maintains a continuing curriculum study and revision program.
  - 3. Performs such other duties as may be assigned by the superintendent

**IMMEDIATE SUPERVISOR:**

Superintendent

**MINIMUM QUALIFICATIONS:**

- 1. Masters degree and Rank I
- 2. Kentucky Certification for Instructional Supervisor or Principal Certification.
- 3. Three years of successful teaching experience.